Steps to CREATE Additional Behavior Checklist Question Sets in SRS5

- See Section 5.5 in the <u>SRS5 User Manual</u>.
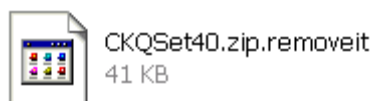
Steps to EXPORT Checklist Question Set(s)

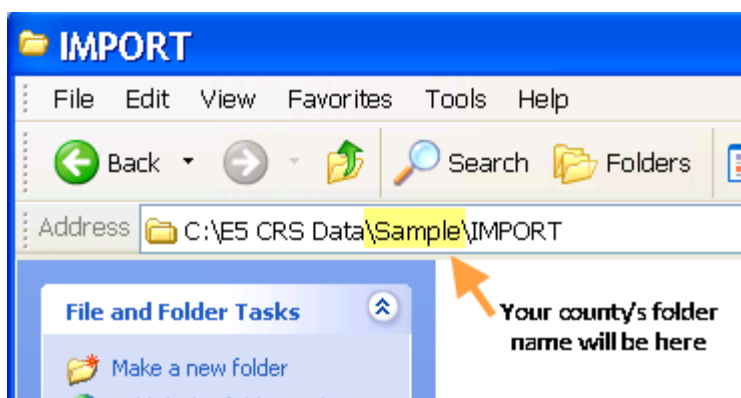- See Section 9.1.1 in the <u>SRS5 User Manual</u>.

Steps to IMPORT Checklist Question Sets into CRS5

For each computer you wish to import additional question sets into CRS5, you will need to complete the following steps. If one computer stores multiple county databases you will need to complete these steps for each county.

- Locate the export file you prepared or received. It will have the file name "CKQSet40.zip.removeit" .
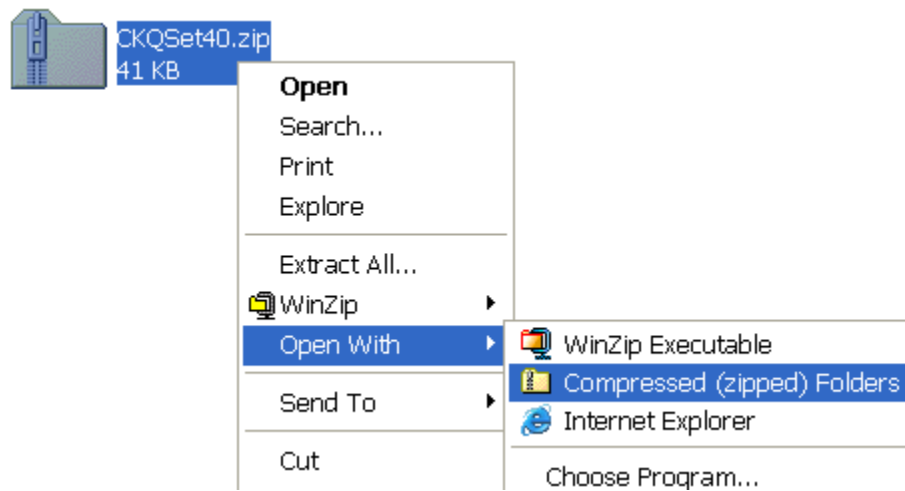

- Go the C:/Drive. Open the "E5 CRS Data" folder, the appropriate county folder and the "Import" folder. In this example the county folder is "Sample". Save the "CKQSet40.zip.removeit" file to this location.
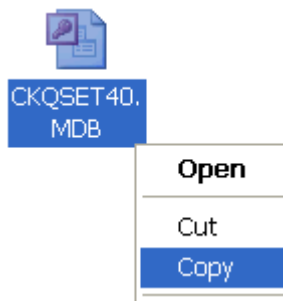

- Delete the ".removeit" from the file name. Be sure to click "Enter" to save the change. You will know this has worked if the icon updates (see next bullet).
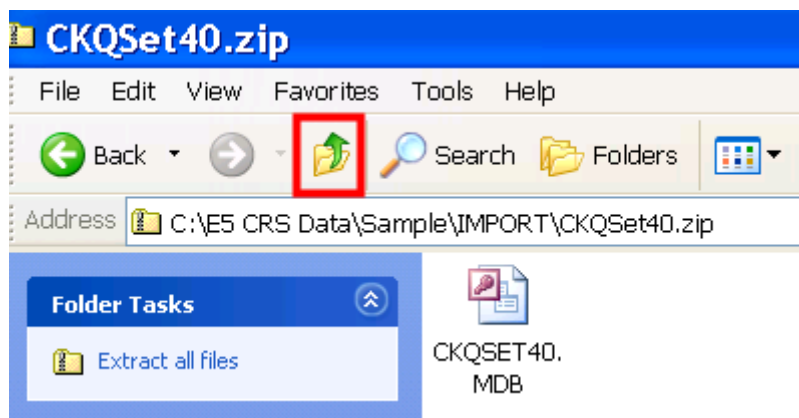
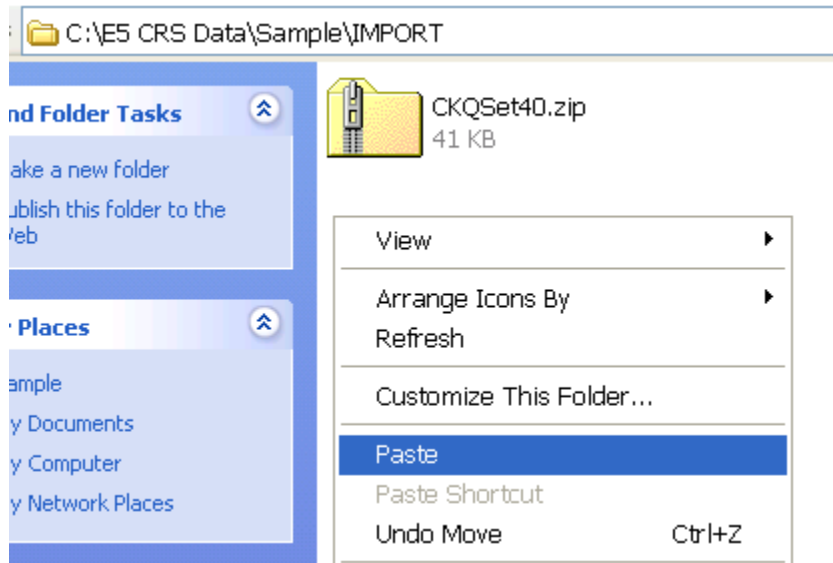- Open the zip the file by right clicking on the file name and selecting "Open with" "Compressed (zipped) Folders".

- Locate the "CKQSET40.MDB" file, right click on it and select "Copy"

- Use the up arrow to navigate back to the "C:\E5 CRS Data\Sample\import" folder.

- Right click in the white space and select to paste the file into the Import folder. If you completed all of the steps above you should have both the .zip file and the .mdb file in the import folder. *(Note: it is not necessary to have the .zip file in the import folder, but you MUST have the .mdb file in the import folder if you want to be able to import the question set(s) into CRS5).*

- Open CRS5, click on "Data Interchange", "Import Behavior Checklist Questions", and then the "Import Behavior Checklist Question Sets" button.

- Follow the steps in Section 11.1.3 of the CRS5 User Manual to import the Question Set(s). Make sure you begin with the 4th bullet on p. 182 (p. 194 of the PDF).